



EMPLOYMENT OPPORTUNITY

FOOD SERVICE / DELIVERY PERSON

Morongo Basin Area

(Part-Time “At-Will With Benefits” Position)

THE SALARY: \$7.84 hourly

THE BENEFITS: Liberal vacation plan; twelve days cumulative paid sick leave per year; fourteen paid holidays per year; group medical, dental and life insurance paid for employee; voluntary retirement plan, and merit advancement. Employees working less than full-time will accrue vacation, holiday and sick time on a pro-rata basis.

STANDARD WORK

SCHEDULE AND HOURS: Four (4) hours per day / Five (5) days per week (9:00 AM – 1:00 PM Monday to Friday) work schedule.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) is currently seeking one (1) qualified and highly motivated individual for the Nutrition for Seniors Morongo Basin area to provide assistance to kitchen staff in meal preparation, packing, serving and cleanup duties and perform homebound meal deliveries as required. The driver will be required to use his / her own vehicle (reimbursed at 37.5¢ per mile) for official business purposes, in the event an agency vehicle is unavailable. This does not include travel between home and their assigned work location.

EXAMPLES OF DUTIES: Under supervision, the incumbent will perform such duties as: Deliver homebound meals maintaining proper temperature control and accurately recording odometer readings; maintain daily log of meal delivery and other related records; keep agency vehicles in a clean and safe condition; pack hot and cold lunches in proper containers for route delivery (in the congregate dining rooms, incumbent would serve congregate meals); clean and prepare foods for cooking; clean produce and prepare salads, etc.; perform kitchen and dining cleanup to include washing dishes, pots and pans, cleaning refrigerators, freezers, range / range hood, also clean insulated bags and coolers, sweep and mop floors; may perform light custodial duties as assigned; provide vacation and temporary relief.

MINIMUM QUALIFICATIONS: **Education:** Graduation from high school or equivalent. Applicants must be able to speak, read and write English at a level appropriate to the position. **Experience:** Prior experience working within a commercial kitchen and / or paid / volunteer driving experience is desirable. **Knowledge / Abilities:** **Good knowledge of:** Safety driving practices and principles; vehicle safety requirements and general safety rules.

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Some knowledge of: Kitchen safety procedures (to include safe lifting techniques); homebound, frail elderly.
Ability to: Follow oral and written instructions; read a map / Thomas Guide; operate Agency vehicles (with both automatic and manual transmissions); safely lift / move meals from kitchen and to / from vehicle (weighing up to 40 pounds); perform work under pressure and within specified deadlines: understand and comply with sanitary and safety requirements including personal hygiene; work effectively with site staff, volunteers and participants; perform routine mathematical computations and prepare required program reports; read, write and speak English at a level appropriate to the position.

LICENSE: Applicants must possess / maintain a valid California Driver License, be insurable and have / maintain a good driving record throughout the course of employment. In addition, they must have access to a dependable vehicle and carry State mandated personal automobile insurance coverage throughout the course of employment.

SPECIAL REQUIREMENTS: Applicants must submit a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar day) and proof of State mandated personal automobile insurance (meeting State minimum requirements) with completed application form. In addition, applicants must possess or be able to obtain a Food Handlers Certificate within 30 days of hire.

EXAMINATION: The examination will consist of a competitive evaluation of qualifications based upon a review of the application and attachments. Those applicants passing the competitive evaluation of qualifications will be scheduled for a structured oral examination covering the following topics: 1. Safe driving and safety practices, 2. Kitchen sanitary procedures, 3. Basic record keeping and mathematical computations, 4. Public relations to include homebound, frail elderly. Applicants may be required to perform writing exercises and mathematical computations and should bring their glasses, if applicable.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. The successful candidate will be offered conditional employment contingent upon the applicant passing a background investigation (including verification of criminal records, education, employment and social security) and a medical examination which will include urine drug testing and TB screening, and submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the background investigation or the physical examination. As a condition of employment, the selected candidate must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the candidate must currently have/or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC application form to the Human Resources Division, 686 East Mill Street, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify CAPSBC Human Resources Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Human Resources Division at (909) 891-3880.

CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 10/12/04

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Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the agency's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes an analysis of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information and benefits, call the CAPSBC Human Resources Division at (909) 891-3880, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to the agency's web address: www.sbcounty.gov/csd.

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month or nine-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

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